

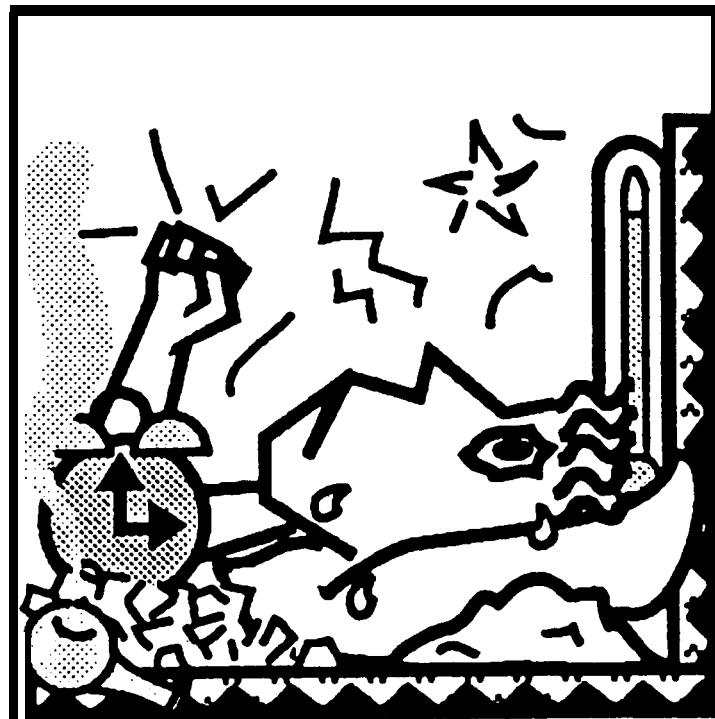
# America in Jeopardy: The Young Employee and Manual Drugs in the Workplace

Trainer's



U.S. Department of Labor  
Office of the Assistant Secretary for Policy

February 1994



1/25/96 613  
T500

**This report is published by the Office of the Assistant Secretary for Policy. Material contained in this publication is in the public domain and may be reproduced. Source credit is requested.**

**This material will be made available to sensory impaired individuals upon request.**

**Voice phone: 202-219-6197**

**TDD\* phone: 1-800-326-2577**

**\*Telecommunications Device for the Deaf**

# **America in Jeopardy: The Young Employee and Drugs in the Workplace**

---

## **Trainer's Manual**



U.S. Department of Labor  
Robert B. Reich, Secretary

Office of the Assistant Secretary for Policy

February 1994



## Table OF CONTENTS

---

	Page
FOREWORD	ii
ABOUT THIS PROGRAM	iii
INTRODUCTION	1
OBJECTIVES	2
TEST YOUR DRUG ABUSE IQ	3
VIDEOTAPE	5
SUBSTANCES OF ABUSE - BRIEF PROFILES	7
Alcohol	8
Marijuana	9
Inhalants	10
Steroids	11
Crack	12
Cocaine	13
Ice	14
Hallucinogens	15
INTERACTIVE GROUP DISCUSSIONS	17
Mixing Substances and Work - Scenarios	18
MULTIPLE DRUG USE	23
WRAP-UP	<b>27</b>
APPENDIX A - DRUG CATEGORIES	A-1
APPENDIX B - DRUG CATEGORY PROFILES	B-1

---





---

## FOREWORD

---

This alcohol and drug abuse training program was developed by the U.S. Department of Labor to assist workers to understand the hazards of alcohol and drug use in the workplace. In many instances, the choice to use or avoid alcohol and drugs is made at an early age, and is based upon little or no factual information. All too often, that choice is made solely in anticipation of the moment of pleasure that one may experience from its use.

The training program that you are presenting was developed to help make young workers aware of the dangers of substance abuse to their health, their life styles and their careers. As a trainer, you want them to know that they may encounter the hazards of substance abuse, not only as abusers, but as coworkers, supervisors, relatives and fiends.

During this session, you should try to develop an open and honest discussion about substance abuse, not only in terms of the cost of drug abuse to society and the effects on job performance, but more importantly, the harmful side effects that alcohol and drug abuse can have on one's mind and body.

Keep in mind the objectives of the program (outlined on the following page) as you prepare and review information for this alcohol and substance abuse training session.





## ABOUT THIS PROGRAM ...

The U. S. Department of Labor “**America** in Jeopardy: The Young Employee and Drugs in the Workplace” is a training program that was developed for young workers, ages 16-24. This training program was designed to be presented in a one- or two-hour format, as shown below. However, when time permits, you may wish to include discussions of other aspects of substance abuse that cannot be covered by this one-hour program. Topics such as intervention, the role of the employee assistance program (EAP), Twelve Step Programs (e.g., Alcoholics Anonymous, **AlAnon**, etc.), and enabling are but a few areas that may be covered in a more comprehensive drug abuse training program.

When you begin the class, you should tell participants the length of the training program and that the material will be presented in the following order:

Topic	Time (minutes)	
Welcome and Introduction	5	5
Videotape - “America in Jeopardy”	20	20
Videotape Discussion	10	15
Interactive Group Discussion	20	15
Break	--	15
Scenarios	--	40
Wrap-up	5	10
<hr/>		
Total Time	60	120



---

## NOTES

The Trainer's Guide was developed to assist you to facilitate discussions and answer questions that may arise during the course of this training. Throughout the Trainer's Guide, you will find pertinent information for the trainer in bold print. There are also references to the corresponding pages in the Participant's Manual. These references are found at the bottom of the page.

The role of the trainer is important to the success of an interactive training program such as the one you are presenting. As you know, substance abuse in the workplace has become a significant factor in the assessment of safety and health in the workplace, as well as worker productivity and costs. During this training session, you should try to raise the awareness of participants to the impact of substance abuse in the workplace.

The following information will give you some guidelines for preparation and presentation of your alcohol and drug abuse training.

**Prior to the Training Session:**

1. **Order** enough Participant's Manuals for all attendees. Read the Participant's Manual and the Trainer's Guide to familiarize yourself with the format and content of the substance abuse training before the scheduled training session.
2. If you are not sufficiently knowledgeable about the material or would like additional information, consult other resources. Several are listed at the end of this trainer's Guide. For information on some 50 substances of abuse, you may also wish to consult the "Substance Abuse Data Sheets" and the "Drug Category Profiles" in the U.S. Department of Labor Workplace Alcohol and Drug Abuse Training Program, Trainer's Guide and Participant's Manual. This program is available through the same distribution source as the program you are using. While the Workplace Alcohol and Drug Abuse Training Program was not developed for use with a target age audience, it is thematically similar to the program you are using today for young workers and may be used as a companion and information source for your training.
3. Since this program is targeted to youth in the work force, make sure that registered participants fall within the ages of 16-24 year old.
4. Be sure to have a **VHS** player and monitor available for **the** videotape part of the program. A flip chart should also be available.



5. Secure a room large enough to accommodate your class comfortably. Try to limit class size to 30 or less to facilitate interactive discussions.

**Program Presentation:**

This training program is designed to encourage interaction between the trainer and the participants. You can facilitate this by helping them to verbalize their feelings about the impact of substance abuse in the workplace. The following format should be effective in achieving this objective:

1. Introduce yourself and welcome participants. Hand out Participant's Manuals.
2. Introduce the topic and briefly discuss the reason your agency is providing this substance abuse training.
3. Briefly restate the program objectives, i.e., to inform and educate young workers about the health, safety and career hazards of alcohol and substance abuse in the workplace. Refer to the program objectives, listed on page 2.
4. Discuss the schedule for the training session. Determine ahead of time whether the program is to be presented in the one or two hour format, based upon the amount of time that has been allocated to the workers for this training.
5. Since this program offers many opportunities for interactive discussions with the participants, you should decide ahead of time whether you will discuss specific drugs at length or encourage discussion of personal experiences. If either choice is made, be prepared with appropriate material.
6. Try to answer any questions the participants may have. If you do not know an answer, tell them and offer to provide an answer later.
7. Tell participants the program will be presented in the following four segments:
  - a. Test Your Drug IQ,
  - b. Videotape presentation and discussion,
  - c. Interactive discussion activity focusing on the affects of workplace substance abuse,
  - d. True/False questions on multiple drug use.
8. Review the instructions provided for each training segment.



## INTRODUCTION

---

We've heard a lot about how alcohol and drugs make you feel - for a very short time:

**Euphoria**  
**On top of the world**  
**Carefree**  
**Powerful**  
**Relaxed**  
**In control**

We know the costs of substance abuse to society and business are staggering:

**Lost productivity**  
**Increased illness and injury**  
**Increased crime**  
**Life style changes**  
**Lost careers**

Perhaps you've heard about some side effects which often last longer than the "desired" drug effect:

**Nausea - Headaches - Vomiting**  
**Hallucinations - Paranoia**  
**Coma**  
**Death!**

But what do you really know about drugs?

What do alcohol and drugs do to your BODY and MIND?

Do you know the effect of alcohol and drugs on your life style, job, career . . .?

Do you know about the "other effects" of alcohol and drug abuse?





---

## OBJECTIVES TRAINER'S GUIDANCE

---

Tell the group that substance abuse in the workplace is a problem that confronts employees and employers alike. Make them aware that recognizing and understanding the impact of alcohol and drug use at work is vital to a safe and healthful work environment.

Tell the participants that you will be working together to achieve the goal of sharing information and that your aim is to ensure that every worker is informed about the dangers of substance abuse at work.

To ensure that participants understand the need for substance abuse training, list and briefly discuss the following program objectives:

1. **To** state your company's or agency's formal policy regarding drug use and rehabilitation,
2. **To** raise the awareness of workers to the problems of alcohol and substance abuse in the workplace,
3. To make workers aware **of** the health hazards of alcohol and substance use,
4. To make workers aware of the consequences of alcohol and substance abuse on their jobs and careers, and
5. **To** provide information on help that is available and to encourage workers who need it to seek help.